

*Training 6*

Mr. Helms

Assistant Secretary Meyer has accepted our invitation to give the closing talk to our Mid-careerists on Friday, 12 June 1970. Since this is his first appearance, I thought you might like to acknowledge his acceptance.

SIGNED R. L. Bannerman

R. L. Bannerman

21 APR 1970

A-EO-DD/S:RHW:es (20 Apr 70)

Distribution:

- Orig - Adse w/orig & 5 of DD/S 70-1598
- ~~1~~ - DD/S Subject w/cy of DD/S 70-1598
- 1 - DD/S Chrono

DD/S 70-1598: Proposed memo to Hon Charles A. Meyer for DCI's signature, subject as above.

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DIR-4870

ED/S 70-1548

24 APR 1970

The Honorable Charles A. Meyer  
Assistant Secretary for  
Inter-American Affairs  
Department of State  
Washington, D.C. 20520


Dear Charlie:

I am pleased to hear you are planning to give the closing address to CIA's 24th Midcareer Executive Development Class. I understand you are scheduled to address the group on Friday, 12 June, from 2:00 p.m. to 3:30 p.m., in our Headquarters Building. I am enclosing a brief note about the course and some facts about the midcareerists who will hear you.

Current developments and problems in Latin America would be a suitable subject, though any topic related to the Western Hemisphere would be a fitting closing for the course. I would suggest you set aside a portion of your time for questions; this is usually a rewarding exchange for both the guest and the midcareerists.

Mr. [ ] Course Chairman, will call your office very soon to work out arrangements for your presentation. If you have any immediate questions Mr. [ ] can be reached on Code [ ]

Sincerely,

  
Richard Helms  
Director

Enclosure

**The Midcareer Executive Development Course**  
**(24th Session, 3 May - 12 June 1976)**

The Midcareer Executive Development Course was established in the fall of 1963 by the then Director of Central Intelligence John McCone to provide promising officers from all parts of the Agency with the opportunity to widen their understanding of management practices, of current developments in the Agency and the Intelligence Community, and of the Government's concern with international and domestic affairs.

The Midcareer Course is a six-week program, now given three times a year and is currently in its 24th running. The present class has 34 midcareerists, three of whom are women, these represent all major components of the Agency. Slightly fewer than half of the class come from the Landestian Service; the remainder are assigned to the Intelligence Directorate, the Support Services, the Science and Technology Directorate, and the Office of the Director. Almost three quarters of the class have had overseas experience -- many for extended periods.

The midcareerists in the present class have had an average of 13 years of Agency experience. Slightly fewer than one half are GS-13s, one half are GS-14s, with two careerists at the GS-12 and GS-15 levels, respectively. The average age is 41.

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TRANSMITTAL SLIP		
TO: DD/S		
ROOM NO.	BUILDING	
REMARKS:		
FROM: ER		
ROOM NO.	BUILDING	EXTENSION
FORM NO. 241 1 FEB 55		
REPLACES FORM 36-B WHICH MAY BE USED.		
(47)		

MEMORANDUM FOR: Mr. Helms
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<p>R. L. Bannerman</p>
<p><u>21 April 70</u> (DATE)</p>
FORM NO. 101 1 AUG 54
REPLACES FORM 10-101 WHICH MAY BE USED.
(47)

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70-1548  
Executive Registry  
70-1688/2

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/s/ Richard Helms

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